



Pairings Newsletter

Calmentor/Mentor-Protégé
Statewide Newsletter



February 2013

Malcolm Dougherty, Caltrans Director

René Halverson, Assistant Director, Office of Business & Economic Opportunity

Get to Know Your Local Representative:

Calmentor for Architectural & Engineering

North Region, Caltrans Districts 1, 2, & 3
Millard Totman
nrcalmentor@dot.ca.gov

Central Region, Districts 5, 6, 9, & 10
Diana Gong
diana_gong@dot.ca.gov

Bay Area, District 4
Romy F. Fuentes
romy_f_fuentes@dot.ca.gov

Southern California Alliance, Districts 7, 8, & 12
Maria Espinoza-Yepes
maria.espinoza-yepes@dot.ca.gov

San Diego & Imperial Counties, District 11
America Hernandez
america.hernandez@dot.ca.gov

Mentor-Protégé for Construction

Bay Area, District 4
Bonny Nyaga
bonny.nyaga@dot.ca.gov

Coming Soon:
Central Region, Districts 5, 6, 9, & 10
Camillo Prandini
cr_mentor_protege@dot.ca.gov

In this Issue:

District 4 Hosts Keen Mentors, Some
Formerly Known As Protégés, p 2

Applying for Disadvantaged Business Enterprise (DBE)
Certification, p 3

Upcoming Events, p 4

Useful Links:

Connect with Caltrans:

<http://www.dot.ca.gov/socialmedia/>

Caltrans Office of Business & Economic Opportunity:

<http://www.dot.ca.gov/hq/bep/>

Calmentor/Mentor Protégé Definition:

<http://www.dot.ca.gov/hq/bep/docs/definition.pdf>

Caltrans Division of Procurement & Contracts:

<http://caltrans-opac.ca.gov/>

Caltrans Local Assistance:

<http://www.dot.ca.gov/hq/localprograms/>

Other Agencies:

<http://goldengate.org/contracts/>

District 4 Hosts Keen Mentors, Some Formerly Known as Protégés

By María Salinas

Have you ever experienced an immediate positive reaction upon meeting someone and instantly knew you met a winner? This is the sense you might get when interacting with Nick Panayotou, Ashok Athalye, and Raewyn Lelo-Butcher. They are notable examples of what it means to be involved in the Calmentor Architectural and Engineering (A&E) program, and their commonality lies in approaching mentoring as a responsibility as well as an opportunity.

Their inclination toward Calmentor is both generous and mindful. Like most mentors, they share their time, knowledge, experience, and business intellect with those who want to learn and grow. They do this with openness and collaboration.

Nick, a Principal for The Hanna Group, forges ahead with a spirit of volunteerism. Accordingly, he was recently approved as a District 4 Calmentor Steering Committee Member. Nick has 21 years experience as a Professional Engineer. As a protégé, The Hanna Group started in Caltrans District 4, working with HNTB; in Districts 7 and 11, they partnered with AECOM. Now that Nick and The Hanna Group have graduated from the Calmentor program, he is compelled to mentor a smaller firm in construction management. "Other people have helped us along the way and I would love it if we could do the same for someone else," he explains. Nick notes that mentoring relationships are not just about getting together or helping with accounting. "They are also about teaming and giving the protégé an opportunity to gain meaningful revenue," he adds. Nick wants to provide support to

a protégé in a symbiotic teaming relationship in which both partners are maximizing profit.

Ashok, of Athalye Consulting Engineering Services, Inc., agrees and gives an example of participating as a protégé to Jacobs Engineering, one of Athalye's subcontractors on a current contract. Ashok is also currently a mentor to MNS and Anderson Penne. "They are part of our team and we are part of their team," he emphasizes. Sharing work is a part of Ashok's philosophy and practice. He says small firms are often dedicated, qualified firms that are motivated to succeed and have a great deal to contribute. He mentions that Calmentor provides a good platform for small businesses to interact in a meaningful

"I wanted to see other companies succeed as we have."

-Raewyn Lelo-Butcher
Ghirardelli Associates, Inc.
Mentor, Bay Area

way and to go to the next level of accomplishment.

Ashok explains that business practices are improved through the formal processes afforded through Calmentor. Because Calmentor provides a catalyst for a path to build relationships and expand business, mentors can even

become part of a new client base. "Good qualifications and responsiveness by protégés helps in building strong relationships. Mentoring absolutely helps with this," Ashok emphasizes.

Raewyn Lelo-Butcher is Vice President for Ghirardelli Associates, Inc. Founded in 1999, they were one of the first small women-owned businesses working for Caltrans. In the past two years they have grown their company to 58 employees. Although they are a small business, Ghirardelli started by mentoring Jesús Vargas and Fran Sana at VSCE. Raewyn responds with enthusiasm when asked why she participates in Calmentor: "I wanted to see other companies succeed as we have." She says it is about a continuance of education and giving back to the profession. Because of Calmentor, she has been able to improve consistency and strengthen working relationships with other companies in addition to meeting agency representatives and decision makers. Calmentor gives members the opportunity to move beyond paper and into trustworthy relationships, says Raewyn. "You have to have trust when working in a team and the trust factor goes a long way in business relationships."

All three highlighted mentors know being involved in Calmentor will serve them well in business. But one gets the sense that they see an even bigger picture which points to an interchange of synergistic reciprocity and dynamism.

Applying for Disadvantaged Business Enterprise (DBE) Certification

By Shellie Elrod



What is a certified DBE?

A DBE is a small, for-profit business that is at least 51 percent owned and controlled by one or more socially and economically disadvantaged individuals, whose personal net worth does not exceed \$1.32 million. A firm must be a small business as defined by the Small Business Administration (SBA). The firm's annual gross receipts must not exceed \$22,410,000 in the previous three fiscal years.

What are the advantages of becoming a certified DBE firm?

- Expands opportunities to compete on federally funded contracts.
- Firms are listed in official directories such as the California Unified Certification Program (CUCP) database (<http://www.dot.ca.gov/ucp/getlicenseform.do>). The CUCP is used by prime contractors to locate certified DBE firms in order to meet contract goals.
- DBE certification is recognized by 800 local agencies in California.

How do I become a certified DBE?

1. The first step is to complete an application. You can obtain an application by calling Caltrans at **(916) 324-1700** or visit the following website: http://www.dot.ca.gov/hq/bep/business_forms.htm. There are ten certifying agencies in California. You will find contact information for all certifying agencies on the last page of the application package. While most agencies certify geographically, based on your firm's primary place of business, Caltrans certifies statewide.

⇒ *Don't be overwhelmed by the size of the application package. The application itself is only eight pages.*

2. Applicants are required to submit various supporting documents along with the application. A list of these documents is included in the package (Supporting Documents Checklist). Submitting a complete application will ensure a faster processing time. One of the key documents in the application is the Personal Financial Statement (PFS). The second page of the PFS must be signed and dated by you (and your spouse if you are married). Should you need assistance completing the application, call **(916) 324-1700** and ask to speak with the Analyst of the Day or email inquiries to dbecertification@dot.ca.gov.

⇒ *Remember to have the application notarized before mailing it in.*

3. When an application is received, it is assigned to a certification analyst to be thoroughly reviewed. At this time, additional documents may be requested from applicants to help determine eligibility in the program. Once an application is complete, a site visit is scheduled. An analyst will come out to the primary place of business to interview the disadvantaged owner(s). Pictures will be taken of the disadvantaged owner in his or her office as well any tools, supplies, or equipment the firm has.

⇒ *Certifying agencies are federally mandated to conduct a site visit for all firms. The disadvantaged owner(s) must be present for the interview. Generally, the visit takes one to two hours.*

4. After the site visit has been conducted, the report will be given to the analyst for review. At this time, a final determination is made. Firms that meet eligibility criteria become certified DBEs and are listed in the CUCP database.

⇒ *The CUCP is used statewide by prime contractors to locate certified DBEs to subcontract work.*

The debut issue of *Pairings* gave an overview of DBE certification criteria. If you missed the previous newsletter, here is the link to view it: http://www.dot.ca.gov/hq/bep/documents/Pairings_Newsletter.pdf.



Bulletin Board



Calmentor and Mentor-Protégé Events

Southern California Alliance Recognition Award Luncheon

A&E Event

Caltrans Districts 7, 8, & 12

Thursday, February 21, 2013,
in partnership with ACEC,
Los Angeles County Chapter,
Pacific Palms Hotel &
Conference Center,
One Industry Hills Parkway,
City of Industry, CA,
10:30 a.m.-2:00 p.m.
For more information:
office@acec-la.org
To register online:
www.acec-la.org.

Calmentor North Region Spring Mixer

A&E Event

Caltrans Districts 1, 2, & 3

Tuesday, March 19, 2013,
Il Fornaio Restaurant,
The Galleria at Roseville,
179 Galleria Boulevard,
Roseville, CA, 4:00-6:00 p.m.
Guest Speaker: Celia McAdam,
Placer County Transportation
Planning Agency.
For more information:
Ellen Roebuck, 530-741-4369
or ellen_roebuck@dot.ca.gov.
www.dot.ca.gov/dist3/sbevent

Central Region Construction Mentor-Protégé Kickoff

Caltrans Districts
5, 6, 9, & 10
POSTPONED

For more information:
cr_mentor_protege@dot.ca.gov.

Other Community Events

Mock Contract Workshop

Thursday, March 14, 2013,
Caltrans District 3,
in partnership with
Caltrans Office Engineer,
703 B Street Marysville, CA,
Sierra Nevada Room,
8:00 a.m.-2:30 p.m.
For more information,
contact Liza Whitmore,
liza.whitmore@dot.ca.gov.

Procurement Fair

Wednesday, March 20, 2013,
Caltrans District 11, in partnership
with the San Diego Public Agency
Consortium (PAC), Balboa Park Club,
San Diego, CA, 9:00 a.m. to noon.
For more information, contact
Cyndee McGowan at
cyndee_mcgowan@dot.ca.gov or
register online at <http://sdprocurementfair.eventbrite.com>.

Statewide Calmentor/Mentor-Protégé Coordinator Message

Dear Reader:

Thanks again for tuning in for the second issue of *Pairings*. Just some quick notes:

We're still looking for a slogan—please contact me if you have ideas percolating.

As you may know, the goal of Calmentor programs is to bolster small businesses and assist them in reaching their full potential by pairing small firms with larger firms. Important in reaching this goal is recruiting more mentors. If you are a well established prime contractor or small business, we are looking for you. **Please consider Caltrans as you grow your business.** If being a mentor interests you, please contact one of the program leads on the first page of this newsletter. As always, we greatly appreciate those mentors who are, or have worked, with Caltrans.

Please stay in communication.

My very best,
María Salinas
916.324.0989
maria_salinas@dot.ca.gov

"Great things in business are never done by one person.
They're done by a team of people." -Steve Jobs